

WISCONSIN ELECTIONS COMMISSION

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DATE: September 25, 2017

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Allison Coakley
Training Coordinator

SUBJECT: Local Election Official Training

The spring elections are right around the corner, so please take a moment to review the following reminders about local election official certification and training requirements. Please contact me if you have any questions: allison.coakley@wi.gov or (608) 261-2033.

Training Terms

- For training purposes, municipal clerks are currently in the 2015-2017 term and chief inspectors are currently in the 2016-2017 term. Starting next year, both municipal clerks and chief inspectors will be in the same training term, 2018-2019, 2020-2021, etc.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2017 to recertify for the 2018-2019 term.

Municipal Clerks

- New municipal clerks are required by state law to take the 3-hour Municipal Clerk Core (MCT Core) training class before their first election or in the current term if there are no scheduled elections to be considered certified to conduct elections in the current term. We have customarily offered this class using live webinars presented by Wisconsin Elections Commission staff and in-person training classes conducted by Commission-certified clerk-trainers. A list of current classes and online registration is available on our website: <http://elections.wi.gov/clerks/education-training/schedule>.
- Due to the large number of new municipal clerks this year, we will offer an additional MCT Core training opportunity using a recorded version of the presentation. This training will be posted in the WisVote Learning Center for clerks to review at their convenience before December 31, 2017. The MCT Core presentation will be posted by mid-October and new clerks will be notified when it is available. All clerks who started office after January 1, 2017 were notified of this policy change in an emailed communication in August.
- Municipal clerks must either report their training using the form on our website or enter it directly into WisVote for review and approval: <http://elections.wi.gov/forms/mct-hours-reporting>. A list of approved election training reported by municipal clerks and recorded in WisVote will be posted by early November so clerks can compare their records to ours

and provide an update, correct an error or simply take and report additional training hours before the end of the year.

Chief Inspectors

- New chief inspectors are required by state law to take the 3-hour Baseline Chief Inspector training class before their first election to be certified to conduct elections in the current term. This type of training is also offered using in-person certified clerk-trainers and live webinars conducted by Commission staff.
- Municipal clerks must track the training taken by their chief inspectors and other local election officials.
- Several classes are currently posted and we anticipate new classes will be added after Commission staff has completed the October 12 training session for a new class of certified clerk-trainers. Check the schedule periodically:
<http://elections.wi.gov/clerks/education-training/schedule>.
- We will be conducting a live Baseline Chief Inspector training webinar for new chief inspectors in January in preparation for the February Primary. This class will be posted well in advance of the scheduled date so clerks can plan accordingly.

Election Inspectors, Election Registration Officials (EROs):

- December 31, 2017 is the end of the current term of election inspectors (poll workers). At a meeting in December, the municipal governing body is charged with appointing election inspectors for a two-year term which begins January 1, 2018 and ends December 31, 2019.
- State law requires the municipal clerk to provide some type of election training for election inspectors and EROs every two years. State law does not prescribe the length of the training or the curriculum, but does dictate that EROs should be trained in the same manner in which you train your election inspectors.

2017-2018 Webinar Series

- We recently posted a new election administration training webinar schedule for the upcoming election cycle, starting with a *New Clerk Orientation* session on October 4:
<http://elections.wi.gov/node/5196>.
- We also posted a new WisVote webinar training series for self-providers and providers of the WisVote system: <http://elections.wi.gov/node/5250>.
- Training can be taken in any order you like. Recorded presentations from our earlier webinar training series are available for viewing on our website:
<http://elections.wi.gov/clerks/education-training/webinars>.